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AFI 36-2252, 1 August 2000, is supplemented as follows: It outlines policies and procedures for administering the Bolling AFB First Term Airmen Center (FTAC). It is established to transition first term airmen from basic training and technical school training to a mission-oriented environment with a solid foundation of base training programs and briefings. The FTAC creates an environment for airmen to develop a warrior spirit, expeditionary mindset, and indoctrination to the National Capital Region and Bolling AFB way of life through self-discipline, teamwork, and core values. It is applicable to all assigned/attached units, and personnel whose enlisted military personnel records are managed by the 11th Mission Support Squadron, Military Personnel Flights located on Bolling AFB and the Pentagon.

1. Responsibilities.

1.1. 11 WG/DP is the MAJCOM OPR for the FTAC.

1.2. Wing. Command oversight is delegated to the Commander, 11th Support Group.

1.2.1. The day-to-day responsibilities for the operation of the FTAC are delegated to the Commander, 11th Mission Support Squadron.

1.2.2. The official designation for the FTAC is 11 MSS/FTAC Flight.

1.3. Units.

1.3.1. Unit commanders have responsibility for scheduling all first term airmen to attend FTAC; this may be delegated to First Sergeants and/or Command Support Staffs.

1.3.2. Special Circumstances and/or Exceptions. Enlisted members assigned to the United States Air Force Band who enlist in the Air Force and assume the grade of Technical Sergeant are highly recommended to attend FTAC.

1.4. Noncommissioned Officer in Charge (NCOIC), FTAC. The official duty title for the incumbent is 11 MSS Flight Chief. The Commander, 11th Mission Support Squadron will select an individual to manage this flight. The NCO selected for the position must be of the highest caliber and serving in the grade of

Staff Sergeant through Master Sergeant when a vacancy occurs. Nominations must be forwarded through the appropriate group commander to the Commander, 11th Mission Support Squadron.

1.4.1. Group Commanders and Director of Staff are responsible for providing a qualified, high caliber Senior Airman or Staff Sergeant who has a desire to motivate and mentor first term airmen, to serve as an FTAC adjunct instructor for 90-120 days. All leaves, TDYs, and routine appointments will be scheduled through the Flight Chief during that period. Group Commanders and Director of Staff are responsible for ensuring squadron commanders, under their jurisdiction, designate a team leader/adjunct instructor for the periods indicated:

1.4.1.1. 11th Medical Group – Feb thru Apr and Aug thru Oct

1.4.1.2. 11th Operations Group – Feb thru May and Sep thru Nov

1.4.1.3. 11th Support Group – Apr thru Jun and Jul thru Sep

1.4.1.4. 11th Logistics Group – May thru Jul and Oct thru Dec

1.4.1.5. 11th Wing Staff – Jun thru Aug

(Note: Group Commanders and Superintendents will be notified at least 45 days in advance of their respective rotation periods.

1.4.2. Should the Flight Chief return an adjunct instructor to his/her respective unit for failing to meet standards, the Group Commander or Director of Staff remains responsible for providing a qualified replacement.

2. Program Length.

2.1. The length of the program is 10 duty days.

3. FTAC Curriculum.

3.1. The Flight Chief is authorized to add and/or delete training and/or briefings to the program, providing all mandatory topics outlined in AFI 36-2252 are covered. Mandatory topics include base-level in-processing briefings, such as military personnel, finance, education, family support center (personal financial management), TRICARE, disaster preparedness, safety, operational risk management, equal opportunity and treatment/human relations, substance abuse and mission orientation briefing.

3.2. The Flight Chief is authorized to add briefings as time permits.

4. Other Authorization.

4.1. Certificates/Morale Incentives. Morale incentives include the Professional Image Awards, which are given to the top 10% of the class. This award is presented to the individuals who displayed utmost professionalism, to include the wear of the uniform, overall attitude, and ability to promote the Air Force core values. Fellow classmate nominations for this award are also taken into consideration.

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Commander